CONTRACT USER GUIDE



How to Use the FAC95 Statewide Contract: Athletic Supplies and Physical Education Equipment

Contract #: FAC95 **Contract Duration**: 11/13/2015 – 9/30/2016

MMARS #: FAC95* Options to renew: None

Contract Manager: Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us

This contract contains: Prompt Payment Discount and Supplier Diversity Program

Last change date: December 8, 2015

Contract Summary

This contract was awarded to furnish, supply, and deliver physical education and athletic supplies, equipment, uniforms, and related physical education items. This contract is awarded to BSN Sports/U.S. Games, with BSN Sports, LLC acting as the primary vendor. All orders for this contract will be placed with BSN Sports, LLC.

BSN Sports Categories:

Team Sports	Facility
 Benches Bleachers Baseball/Softball Basketball Football Hydration Lacrosse Field Hockey Racquet Sports Soccer Track & Field Volleyball Wrestling 	 Aquatics Coaching Concessions Field Marking Floor Covers Game Tables Locks & Lockers Parks Scoreboards Sports Med Traffic Safety Storage Wall Pads
Strength & Fitness	Physical Education
 Weight Lifting Flooring Cardio Core Speed/Agility Assessment Mats/Gymnastics Boxing 	 Physical Education Golf Archery

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U.S. Games Categories:

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P.E. Activities	Sports
 Equipment Packs Color My Class® Balls Scooters Jump Ropes Hoops Spots/Cones Parachutes Balance Common Core Team Building Climbing Exer-gaming Pinnies and Vests 	 Basketball Baseball Flag Football Football Soccer Lacrosse Hockey Broomball Golf Racquet Sports Volleyball
Health & Fitness	Recreation
 Nutrition Assessment Resistance Bands/Tubes Stability Balls Speed and Agility Cardio Machines 	 Bowling Board Games Paddle Games Game Tables Discs/Disc Golf Archery

Facilities

- Mats
- Storage
- Whistles
- Inflators
- Timers/Scorekeeping
- Electronics
- Benches/Bleachers

Benefits and Cost Savings

- Buyers can save an average of 30% off of MSRP.
- 1% Prompt-Payment Discount for payments made within 10 days.
- 24-hour quick-ship program for most products (22,000 products).
- Nation's largest manufacturer, marketer, and distributor of sporting goods products.
- Top brands for athletic and physical equipment.
- U.S. manufacturer of many products such as bleachers, backstops, and soccer goals.
- Custom weight room and fitness equipment.
- Physical education products designed for primary and physical education programs.
- Products focused on early childhood development, physical activity, and health.
- Buyers may pursue bulk discounts on large orders.

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Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

- 1. Cities, towns, districts, counties and other political subdivisions;
- 2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 3. Independent public authorities, commissions and quasi-public agencies;
- 4. Local public libraries, public school districts and charter schools;
- 5. Public hospitals owned by the Commonwealth;
- 6. Public institutions of higher education;
- 7. Public purchasing cooperatives;
- 8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 9. Other states and territories with no prior approval by the State Purchasing Agent;
- 10. Other entities when designated in writing by the State Purchasing Agent.

Similar Statewide Contracts

CLT07 - Clothing, Uniforms, Footwear, Accessories, and Personal Hygiene Supplies

Pricing and Purchase Options

To review the products available from BSN Sports, visit their website at: BSNSports.com

To review the products available from U.S. Games, visit their website at: <u>USGames.com</u>

To view either website with contract pricing you must click on "Program ID" found near the top of the webpage. After clicking "Program ID" you will get a pop-up window and should type in "**7021192**" as the Program ID.

After you have identified the products you are interested in you should contact the BSN Sports contract manager to begin placing an order:

Brad Ciesielski, Contract Manager 1-800-527-7510 ext. 9049

bciesielski@bsnsports.com

After you have your order quote you may then enter this information into the BSN Sports Master Blanket Purchase Order (MBPO) on COMMBUYS.

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Where to Find Contract Information on COMMBUYS

Please note that POP UP blockers must be turned off to see COMMBUYS content.

To obtain contract information please go to the COMMBUYS website (www.commbuys.com), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type "FAC95" into the Contract/Blanket Description field. Next click "Find It." In the search results, click on the BSN Sports MBPO to access the contract page. This contract has one vendor and does not have multiple MBPOs.

How to find vendors in COMMBUYS from Public View:

- 1. Click on "Contract & Bid Search"
- 2. Select "Contracts/Blankets"
- 3. Enter "FAC95" in the "Contract/Blanket" Description field
- 4. Click "Find It"
- 5. Click on the **BSN Sports** MBPO page link
- 6. Direct link (public view): PO-16-1080-OSD03-SRC3-00000006163

*Please note this is limited to searching by vendor and not by products. To search by products you must be logged in and creating a Release Requisition.

How to find vendors and products in COMMBUYS if you are logged in:

- 1. Click on the "Advanced Search" magnify glass in the upper right hand corner
- 2. Select "Contract/Blanket" from the drop down menu
- 3. Type in "FAC95" under "Contract/Blanket Description"
- 4. Click "Find It"
- 5. Click on the **BSN Sports** MBPO page link
- 6. Direct link (logged into COMMBUYS): PO-16-1080-OSD03-SRC3-00000006163

How to place an order in COMMBUYS:

Once your selection(s) have been made, a Purchase Order, called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for "How to Create a Release Requisition and Purchase Order" can be found on a Job Aid in the COMMBUYS section of the OSD website (Job Aids for Buyers).

Additional COMMBUYS Information

This contract is setup in COMMBUYS with a single line item at \$0.00. When you create your Release Requisition in COMMBUYS you will need to change the dollar amount to the quoted dollar amount you will pay for your Purchase Order. You should also edit the item description at this time to include the quote number, product information, or any other type of note you wish to add to the order.

Additional Contract Information

This contract is a cooperative contract through U.S. Communities with the lead agency of Harford County Public Schools, Maryland. To find additional information about this contract, please visit the <u>U.S.</u> <u>Communities contract webpage</u> (http://www.uscommunities.org/suppliers/bsn-sports-and-us-games). Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments. This contract was awarded October 1st, 2009, and had an initial term of 5 years. The contract was awarded with two additional 1-year renewal options, and has been renewed through September 30th, 2016. There are no remaining renewal options for this contract and it will expire on September 30th, 2016.

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